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C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

9.4.2.b C-A Self-Evaluation Checklist

Text Pages 2 through 5

| C-A-OPM Procedures in which this Attachment is used. | | |
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| 9.4.2 | | |
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Hand Processed Changes

| <u>HPC No.</u> | <u>Date</u> | <u>Page Nos.</u> | <u>Initials</u> |
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Approved: Signature on File _____
Collider-Accelerator Department Chairman Date

E. Lessard

C-A SELF-EVALUATION CHECKLIST

This self-evaluation form may be used by a C-A manager, supervisor or worker. The manager, supervisor or worker may be evaluating him/her-self, or may be evaluating a fellow worker or group.

The self-evaluation summary will be communicated to all levels once it is completed; that is, if a worker does the self-evaluation, then copies will go to the supervisor and manager and vice versa. Please make notes in the columns during the evaluation and forward the completed evaluation to A. Piper.

Date: _____
Job Location: _____
Evaluator: _____
Job Description: _____

SELF OR PEOPLE PERFORMING WORK

Physical Appearance

Blisters, Cuts or Abrasions
Stiff Joints
Shortness of Breath
Safety Glasses, Hard Hat
Deafness

ISSUES in QUESTION

(Check all that need improvement and describe)

- _____
- _____
- _____
- _____
- _____

Clothing

Loose Clothing
Watches, Rings, and Chains
Loose Shoelaces, Shoe Soles or Heels
Safety Shoes
Glasses Broken or Missing Parts

- _____
- _____
- _____
- _____
- _____

PROTECTIVE EQUIPMENT USE

Head, Face, and Eyes
Arms, Hands, Legs, and Feet
Trunk of Body
Respiratory System

- _____
- _____
- _____
- _____

Spill or Leak Potential
Optimized/Minimized Use of Materials
Secondary Containment
Locked or Well Controlled Satellite Areas
Knowledge of Disposal Rules

Striking Against (Struck By)
Caught Between
Climbing
Off Balance
Inhaling, Absorbing, Swallowing
Riding on Portable Equipment

Overexertion
 Unsafe Acts (Rule Violations)
 Job Knowledge
 Following Standard Practice
 Changing Position
 Rearranging or stopping Job
 Hurrying
 Exposure to Moving Equipment
 Wearing Proper Safety Equipment
 Following Rules, Procedures
 Trained on Job Being Performed
 Material Handling Hazards

Temperature Extremes
Electrical Current / Exposed Conductors
Designated Aisles or Walks Clear
Housekeeping and Appearance
Cramped Quarters
Blind Corners
Exposure to Moving Equipment and Traffic

(Check all that need improvement and describe)

- [illegible]

WORK AREA AND EQUIPMENT
(Cont.)

ISSUES IN QUESTION
(Check all that need improvement and describe)

Aisles, Stairs, Exits (marked, lighted)
Lighting
Unsecured Items Overhead
Fumes, Dust, Smoke
Restricted or Prohibited Areas
Hazards From Nearby Operations
Material Handling Hazards
Ladders Properly Tied off or stored
Exposed Hot Surfaces
Sharp Edges or Burrs
Barricades
Chemicals (Identified. Labeled)
Guards in Place (Adequate)
Pinch Points
Paint, Insulation, General Appearance of Area

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

TOOLS AND EQUIPMENT

Right for Job, Condition, Used Correctly
Carried or Stored Properly
Inspected and coded properly
TLD Badge and/or Dosimeter

- _____
- _____
- _____
- _____

FIRE SAFETY EQUIPMENT

Available, Condition
Personnel Trained
Blocked
Sealed, Inspected within 3 months

- _____
- _____
- _____
- _____

RULES AND PROCEDURES

Established, Understood
Adequate, Reviewed and upgraded
Maintained

- _____
- _____
- _____

OPERATION

Off-Standard Lights in Use
Alarms Annunciating Properly
Recorders Properly Set (Conditions or Pattern)
Noisy Equipment Unusual Odor or Sound
Quality of Visibility of Dials or Gauges
Correct Identifications on Equipment
Records Completed

- _____
- _____
- _____
- _____
- _____
- _____
- _____

